

**BOARD OF COUNTY COMMISSIONERS
MEETING MINUTES**

August 5, 2019
County Commission Chambers
945 North Temple Avenue
Starke, FL 32091
Regular Scheduled Meeting – 9:30 a.m.
FY19-20 Budget Workshop Following



PRESENT: Commissioner District 5 Chairman Frank Durrance
Commissioner District 3 Vice-Chairman Chris Dougherty
Commissioner District 1 Commissioner Ross Chandler
Commissioner District 2 Commissioner Kenny Thompson
Commissioner District 4 Commissioner Danny Riddick

ALSO PRESENT: Brad Carter, County Manager; Rachel Rhoden, Deputy County Manager; Will Sexton, County Attorney; Ray Norman, Clerk of Courts; Marlene Stafford, Deputy Clerk; Jason Dodds, Road Superintendent; Bennie Jackson, Solid Waste and Mosquito Control Director; Kelly Canady, Community Development Director; Dean Bennett, Facility Maintenance Director; Allen Parrish, Emergency Medical Services Director; Robert Perone, Library Director; Tammy Still, Legislative Aide; Mark Crawford, Press; Diane Gaskins, Senior Center Director; Randy Andrews, Zoning Director; Sheriff Smith; Capt. Konkel; Pam Whittle, Chamber President; Lt. Shuford; and Major Smith.

CALL TO ORDER: Chairman Durrance called the meeting to order at 9:30 a.m.

EMERGENCY ITEMS:

- 1. RETROACTIVE APPROVAL OF MODIFICATION NUMBER Z0554-2 TO SUB-GRANT AGREEMENT BETWEEN THE STATE OF FLORIDA, DIVISION OF EMERGENCY MANAGEMENT AND BRAFDORD COUNTY**
Recommended for approval by Lt. Shuford, Bradford County Emergency Management Director and signed by Chairman Durrance on Monday, July 29, 2019 so as to expedite processing and reimbursement to Bradford County of \$5,050.85

Chairman Durrance presented the item.

Commissioner Chandler moved to declare an emergency to consider the item. Vice-Chairman Dougherty seconded the motion.

Chairman Durrance called for public comments. There were none.

The MOTION CARRIED 5-0.

Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and carried 5-0 to approve the grant agreement, retroactive to July 29, 2019.

2. APPROVAL OF SETTLEMENT STATEMENT AND CLOSING DOCUMENTS FOR ACQUISITION OF GREENE PROPERTY (STRAWBERRY ACRES ALTERNATE ACCESS)
Materials provided for an August 7, 2019 closing by North Central Title on July 30, 2019.
Approval required on August 5, 2019 for closing on August 7, 2019

Chairman Durrance presented the item.

*Commissioner Thompson moved, seconded by Commissioner Chandler, and **carried 5-0 to declare an emergency to consider the item.***

Chairman Durrance called for public comments. There were none.

*Vice-Chairman Dougherty moved, seconded by Commissioner Chandler, and **carried 5-0, to approve the Settlement Statement retroactive to August 5, 2019.***

1. PUBLIC HEARING – RESOLUTION FOR ROAD ABANDONMENT (Mill Street, Green Street and that portion of Mack Street Lying between lots 9, 14, 15 and 27 of C.J. Weeks Addition to the Town of Hampton, Plat Book 1, Page 7)—Will Sexton, County Attorney:

Mr. Sexton presented the resolution for consideration, reading it by title. The roadways have never been developed and never used by the public nor the County.

Chairman Durrance opened the public hearing. There being no response, the public hearing was closed.

*Commissioner Chandler moved, seconded by Commissioner Riddick, and **carried 5-0, to adopt the resolution.*** ([Resolution No. 2019-44.](#))

2. PUBLIC COMMENTS (Forms):

Dorothy Bartlett: Presented comments supporting the Senior Center.

Kathy Still: Presented comments supporting the Senior Center.

3. CONSENT AGENDA:

- A. SHIP REHAB FILE NO. 2018-3-S, IN AN AMOUNT NOT TO EXCEED \$35,000.00**
- B. INTERAGENCY/PUBLIC WORKS AGREEMENT BETWEEN BRADFORD COUNTY (PW1) AND LAWTEY CORRECTIONAL INSTITUTION**
- C. INTERAGENCY/PUBLIC WORKS AGREEMENT BETWEEN BRADFORD COUNTY (PW2) AND LAWTEY CORRECTIONAL INSTITUTION**
- D. INTERAGENCY/PUBLIC WORKS AGREEMENT BETWEEN BRADFORD COUNTY AND LAWTEY CORRECTIONAL INSTITUTION**

*Commissioner Chandler moved, seconded by Commissioner Riddick, and **carried 5-0, to approve the [Consent Agenda.](#)***

4. APPROVE PAYMENT OF BILLS—Chairman Durrance:

Chairman Durrance advised that he reviewed the bills and recommends payment.

*Commissioner Thompson moved, seconded by Vice-Chairman Dougherty, and **carried 5-0, to approve payment of the bills.***

5. PRESENTATION OF PAYMENT IN LIEU OF TAXES (PILT)—Hugh Thomas, Executive Director, Suwannee River Water Management District:

Chairman Durrance recognized Mr. Ben Glass, Community Affairs Manager with the Suwannee River Water Management District, on behalf of Mr. Thomas who was unable to attend. Mr. Glass provided a brief overview of District projects and highlighted projects in Bradford County. Mr. Glass presented the Board with a check for \$21,159.28 for payment in lieu of taxes.

Mr. Glass responded to inquiries presented by Chairman Durrance and Vice-Chairman Dougherty:

- Status of the core of engineers study on the Sampson Lake Basin - A proposal is scheduled to go before their Board in September to initiate a contract. He will email a timeline upon his return to the office.
- Prevention of flooding in the east end of the county and into the City of Starke -The District is partnering with Rayonier to hold water upstream in the system. This is still in the developmental stage. He will email more specifics upon his return to the office.

6. MEDICAL EXAMINER DISTRICT 8 FY19-20 BUDGET PRESENTATION—Dr. Goldberger ASSOCIATED COST: FY18-19 APPROVED BUDGET - \$31,133.04 FY19-20 BUDGET REQUEST - \$41,911.20 (Increase of \$10,788.16)

Chairman Durrance recognized Dr. Goldberger, who gave a PowerPoint presentation in review of the services provided to Bradford County by the Medical Examiner. The PowerPoint presentation included photos and an overview of the new facility. Dr. Goldberger presented the [budget request for FY19-20](#) and explained the increase (caseload and operating expense).

There was brief discussion concerning the cost of the new building.

Mr. Allen Parrish (on behalf of Dr. Gianas) and Sheriff Smith presented comments supporting the Medical Examiner's Office.

*Vice-Chairman Dougherty moved, seconded by Commissioner Riddick, and **carried 5-0, to approve the budget request as presented.***

**7. BRADFORD SOIL AND WATER CONSERVATION DISTRICT BUDGET PRESENTATION—
Paul McDavid: FY18-19 APPROVED BUDGET - \$5,210.00**

Chairman Durrance recognized Mr. McDavid, who briefly [reviewed the services provided by Bradford Soil and Water Conservation District and reviewed the FY18-19 expenditures](#). The District has a meeting tomorrow at which time they will discuss the FY19-20 budget needs.

**8. BRADFORD COWBOYS ATHLETIC ASSOCIATION FY19-20 BUDGET REQUEST—Rodney Mosley:
ASSOCIATED COST: FY18-19 Approved Budget - \$3,500.00
FY19-20 Budget Request - \$5,000.00**

Chairman Durrance recognized Mr. Jeff Cook, who on behalf of Rodney Mosley briefly reviewed the needs of the Athletic Association and presented the FY19-20 budget request.

Discussion ensued.

*Commissioner Riddick moved to approve the \$5,000.00 budget request. Vice-Chairman Dougherty seconded the motion, and the **MOTION CARRIED 4-1, with Chairman Durrance dissenting.***

Chairman Durrance committed to purchase a helmet.

9. COUNTY MANAGER REPORTS—Brad Carter:

A. SENIOR CENTER DEPARTMENT PRESENTATION—Diane Gaskins, Administrative Assistant:

Ms. Gaskins gave a [PowerPoint presentation](#) in review of the services and activities provided by the Senior Center.

B. ROAD DEPARTMENT PRESENTATION—Jason Dodds, Superintendent

Mr. Dodds gave a PowerPoint presentation in review of the services provided by the Road Department.

Mr. Carter added that Mr. Dodds is approved to conduct CEI inspections for FDOT projects, a savings of well over \$100,000.00 annually. Mr. Dodds is also serving as the County's Safety Coordinator.

Vice-Chairman Dougherty presented a comment conveying the value of Mr. Dodds performing CEI inspections.

C. CONSIDER APPROVAL TO TRANSFER SHIP REHABILITATION FILE NO. 2017-2-S, TO A DEMO/REPLACEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$84,500.00—Kelly Canady, Community Development Director:

Ms. Canady made the request as outlined above.

*Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and **carried 5-0, to approve the request.***

D. CONSIDER APPROVAL OF TRANSFERRING SHIP REHABILITATION FILE NO. 2017-10-S, TO A DEMO/REPLACEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$84,500.00—Kelly Canady, Community Development Director:

Ms. Canady made the request as outlined above.

*Commissioner Thompson moved, seconded by Commissioner Riddick, and **carried 5-0, to approve the request.***

E. IMPACT FEE PRESENTATION—Randy Andrews, Zoning Director:

Mr. Andrews addressed the Commission regarding the possibility of reinstating Impact Fees. He covered the following topics:

- History of Impact Fees in Bradford County.
- Impact fees of surrounding counties similar in size to Bradford.
- Based on the number of permits issued last year, should Bradford County impose a \$2,500 impact fee for new dwellings it would generate an estimated \$235,000.00 annually.
- How to structure the impact fees and distribute the revenue generated.

Mr. Sexton explained the restrictions associated with the expenditure of the revenues generated by Impact Fees.

Discussion ensued.

There was a consensus to further explore reinstating impact fees of \$2,500.00 for new dwellings and formula based for commercial/multi-family properties. Distribution of the revenues to fund capital improvements for roads and possibly Emergency Medical Services or Fire.

Mr. Sexton advised staff will research and report to the Board.

F. REQUEST APPOINTMENT OF TWO REPRESENTATIVES OF BRADFORD COUNTY TO SERVE ON THE NORTH FLORIDA ECONOMIC DEVELOPMENT PARTNERSHIP (NFEDP) BOARD OF DIRECTORS FOR THE 2019-2021 TERM:

Mr. Carter requested the appointment of the following individuals to the NFEDP Board of Directors:

- County Commissioner Ross Chandler
- Pam Whittle, CEO/Chamber President

Ms. Whittle has agreed to continue to serve.

Commissioner Chandler stated that he could not commit to a two-year term. Following brief discussion, Vice-Chairman Dougherty volunteered to serve.

*Commissioner Riddick moved, seconded by Commissioner Thompson, and **carried 5-0, to appoint Commissioner Dougherty and Pam Whittle to the NFEDP Board of Directors for the 2019-2021 term.***

G. PROVIDE DIRECTION ON THE FOLLOWING FY19-20 BUDGET REQUEST (Presentations made on 07-18-19) NOTE: During the County Commission meeting of July 1, 2019, the BoCC unanimously agreed to fund charitable and outside organizations at 75% of approved appropriations from FY18-19:

- i. CONCERNED CITIZENS OF BRADFORD COUNTY
FY18-19 Approved Budget - \$10,000.00**

Mr. Carter asked the Board to approve a FY2019-2020 funding level for Concerned Citizens.

Chairman Durrance and Vice-Chairman Dougherty presented comments.

*Vice-Chairman Dougherty moved **to approve a funding level of \$7,500.00**, Commissioner Thompson seconded the motion.*

Chairman Durrance stated that he is reaching out to private citizens and businesses to help make up the loss of revenue caused by the Board's decision to reduce funding levels.

There being no further discussion, **the MOTION CARRIED 5-0.**

H. REMINDER OF IMPORTANT MEETING DATES:

Mr. Carter reminded the Board of the following meetings:

- Budget Workshop – Monday, August 5 - Immediately following the regular scheduled meeting.**
- Joint Workshop with the City of Starke Commissioners – Tuesday, August 13 at 6:30 p.m. at the Gov. Charley E. Johns Conference Center. (Mr. Carter solicited agenda items for the joint meeting.)**

10. COUNTY ATTORNEY REPORTS—Will Sexton:

A. RESOLUTION—Authorizing Execution of a Memorandum of Agreement with the State of Florida, Fish and Wildlife Conservation Commission for Boating Access Projects

Mr. Sexton presented the resolution for consideration, reading the title into the record.

*Commissioner Riddick moved, seconded by Commissioner Chandler, and **carried 5-0, to adopt the resolution.*** ([Resolution No. 2019-45.](#))

B. RESOLUTION—Providing for a Policy Concerning the Sale and Installation of Culverts; Repealing Resolution No. 2006-23

Mr. Sexton presented the resolution for consideration, reading the title into the record.

There was some discussion regarding an oversight/inspection process to verify proper elevations, etc.; requiring a permit and charging a nominal permit fee.

*Commissioner Thompson moved, seconded by Vice-Chairman Dougherty, and **carried 5-0, to adopt the resolution as read.** ([Resolution No. 2019-46.](#))*

C. CONSIDER ACCEPTANCE OF A DONATION OF REAL PROPERTY BY HEILBRONN SPRINGS VOLUNTEER FIRE DEPARTMENT, INC., PARCEL NO. 00607-0-00500; LOCATED AT 21412 N.W. SR16

Mr. Sexton reported that the Sheriff's Department has effectively negotiated with Heilbronn Springs Volunteer Fire Department to have them donate the property to the County.

*Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and **carried 5-0, to accept the donation of real property as presented.***

D. PRESENTATION OF DRAFT COMPREHENSIVE INTERLOCAL AGREEMENT BETWEEN THE BoCC AND THE SHERIFF; AND REQUEST FOR DIRECTION TO STAFF REGARDING SAME

Mr. Sexton asked that this item be pulled from the agenda as it is not complete.

E. PRESENTATION OF DRAFT REQUEST FOR QUALIFICATIONS DOCUMENTS FOR THE PROVISION OF ARCHITECTURAL, ENGINEERING AND SURVEY SERVICES; AND REQUEST FOR DIRECTION TO STAFF REGARDING SAME

Mr. Sexton briefly reviewed the draft document.

- As far as architectural services are concerned, Mr. Sexton advised that instead of advertising an RFQ for a continuing service agreement, the Board may wish to advertise an RFQ for these services on an "as needed" basis. The services (construction management and/or inspection services) currently being provided to the Community Development Department could be continued with a separate agreement. (Vice-Chairman Dougherty and Commissioner Thompson agreed with Mr. Sexton's suggestion.)
- Addressed the timeline for the RFQ and advertising sources. Staff could be ready to present recommendations by late September or October. Vice-Chairman Dougherty suggested allowing 30 days from the advertisement for submittals to be turned in. Allow another 30 days for review, possible presentations, ranking and recommendation by a selection committee.
- Selection committee members and selection criteria. Vice-Chairman Dougherty suggested reaching out to agencies such as FDOT and other counties who have expertise to assist with the selection process. (There was no opposition to this suggestion.)

F. CONSIDER APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BoCC AND BRADFORD COUNTY EMS ASSOCIATION OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL NUMBER 4315

Mr. Sexton presented and recommended for approval, the Collective Bargaining Agreement.

Chairman Durrance added that he was part of the process and offered his recommendation of approval.

*Vice-Chairman Dougherty moved, seconded by Commissioner Riddick, and **carried 5-0, to approve the Collective Bargaining Agreement as presented.***

Mr. Allen Parrish presented comments commending the collective bargaining process.

11. SHERIFF REPORTS—Sheriff Smith:

Sheriff Smith reported the following:

- Invited everyone to attend the Grand Opening of the new Keystone Fire Station, this Saturday beginning at 10:00 a.m.
- Expressed appreciation to Senator Bradley and Representative Payne for the \$750,000.00 appropriation to enhance communications within Bradford County.
- Heilbronn Springs Fire Department – Repairs and upgrades.

12. CLERK REPORTS—Clerk Norman: None.

13. COMMISSIONERS' COMMENTS:

Commissioner Riddick:

- Announced that he, Sheriff Smith and Ms. Phillips will join Chuck Kramer on 106.3 radio, Wednesday, August 7 at 9:30 a.m. The topic for discussion is the new fire station.
- Expressed appreciation to Representative Payne and his staff for supporting Bradford County.

Vice-Chairman Dougherty:

- In honor of Ms. Teila Pearson for her years of service to Bradford County, he would like the Board to consider dedicating the new fire station building to her and possibly include it with the grand opening ceremony scheduled for the 10th.

After brief discussion and by consensus, the Board agreed to move forward with the building dedication.

Chairman Durrance recognized City Commissioner Mortimer, who announced that the Concerned Citizens would be distributing school supplies and clothing Saturday, the 10th from 12:00 to 2:00 at RJE.

14. CHAIRMAN COMMENTS—Chairman Durrance

ADJOURN: There being no further business, the meeting adjourned at 11:29 a.m. (Budget Workshop to follow.)

FY2019-2020 BUDGET WORKSHOP AUGUST 5, 2019

PRESENT: Commissioner District 5 Chairman Frank Durrance
Commissioner District 3 Vice-Chairman Chris Dougherty
Commissioner District 1 Commissioner Ross Chandler
Commissioner District 2 Commissioner Kenny Thompson
Commissioner District 4 Commissioner Danny Riddick

ALSO PRESENT: Brad Carter, County Manager; Rachel Rhoden, Deputy County Manager; Will Sexton, County Attorney; Ray Norman, Clerk of Courts; Marlene Stafford, Deputy Clerk; Jim Farrell, Finance Director; Lisa Hall, Finance Clerk; Dana LaFollette, Finance Clerk; Jason Dodds, Road Superintendent; Mark Crawford, Press; Randy Andrews, Zoning Director; Robert Perone, Library Director; Dean Bennett, Facility Maintenance Director; Kelly Canady, Community Development Director; Bennie Jackson, Solid Waste and Mosquito Control Director; Major Smith; and Sheriff Smith.

CALL TO ORDER: Chairman Durrance called the budget workshop to order at 11:35 a.m.

Chairman Durrance recognized Mr. Farrell, who addressed the Board regarding the FY2019-2020 proposed budget. Mr. Farrell's review was not limited to but included:

- [Fund Balance](#) – Reviewed fund balance transfers needed to balance the FY19-20 budget, resulting in an estimated total reduction in fund balance of \$3.8 million.
- Various funds projected revenue and expenditures, transfers in and out, fund losses and gains. ([Spreadsheet](#))([Spreadsheet-2](#))
- Fund Reserves: The fund reserves in the budget total \$1,050,885.00. The reserves cannot be spent unless approved by the Board. Whatever is not spent reduces the fund balance debit.

Incited by inquiry of Chairman Durrance, Mr. Farrell briefly reviewed the transfers out to the Fine & Forfeiture Fund and to the Sheriff and highlighted some expenditures of the Fine & Forfeiture Fund. For details regarding expenditures within the Sheriff's budget, the Board would need to reach out to the Sheriff.

Responding to inquiry of Commissioner Riddick regarding the FEMA reimbursement for Hurricane Irma, Mr. Farrell advised that the FY19-20 revenue shown for the General Fund includes approximately \$450,000.00 from FEMA. The remainder of the anticipated reimbursement will be received in the current year.

Commissioner Riddick presented a comment regarding the closure of the medical side of ACORN Clinic. Following brief discussion, there was a consensus to eliminate the funding for ACORN Clinic.

Clerk Norman advised that Mr. Farrell will make the necessary changes and the budget notebooks should be ready in a few days. The FY19-20 Tentative Budget will be presented to the Board at the August 15 Regular Meeting.

There being no further business, the budget workshop adjourned at 12:19 p.m.

**BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA**


FRANK DURRANCE, CHAIRMAN

ATTEST: 
RAY NORMAN, CLERK TO THE BOARD

Minutes prepared by Marlene Stafford, Deputy Clerk

Minutes approved by BOCC at the Regular Scheduled Meeting of 10-07-19